

## Application Form

### Erosion Control & Stormwater Management Permit (>1 Acre)

**Project Name:** \_\_\_\_\_ **Project Type:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_  
(1/4 Section, Section, Survey Town Name)

**The following contacts are required at the time of application: (enter on back page)**

(Note: One person may serve as more than one contact type listed.)

- Applicant: The name that will appear on the permit. If not the property owner, must represent the owner. Must agree to all statements on back page and sign. If not the project engineer, will receive copies of all communications relating to the plan review and permit process.
- Engineer (or Planner): The primary contact for the preparation of erosion control & stormwater management plans. All plan review comments by will be addressed to this contact. For all stormwater plans and other engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp P.E. number and sign all plans submitted as part of a permit; and 3) oversee and certify final construction of all practices.

**The following contacts are required before a permit can be issued: (enter on back page)**

- Grader: Primary contact for all site grading activities.
- Landscaper: Primary contact for implementing all seeding/erosion control practices in the field.

**Check which one you are applying for: (Items listed show what is needed to process application.)**

<b>___ Preliminary Review Letter<sup>1</sup></b>	<b>___ Erosion/Stormwater Permit</b>
<b>Items Submitted: (office use only)</b>	<b>Items Submitted: (office use only)</b>
___ 1. Signed Application	___ 1. Signed Application
___ 2. Review Fee: \$ _____ <sup>2</sup>	___ 2. Review Fee: \$ _____ <sup>2</sup>
___ 3. Site Map <sup>3</sup> (Scale: 1"=100')	___ 3. Site Map <sup>3</sup> (Scale: 1"=100')
___ 4. Preliminary Erosion Control Plan <sup>4</sup>	___ 4. Final Erosion Control Plan <sup>4</sup>
___ 5. Preliminary Stormwater Mgt. Plan <sup>5</sup>	___ 5. Final Stormwater Mgt. Plan <sup>5</sup>
	___ 6. List of Construction Contacts (see back)
	___ 7. Performance Bond: \$ _____ <sup>6</sup>

<sup>1</sup> A Preliminary Review Letter is an optional step offered to developers to facilitate other plan review/approval processes. It allows the developer to obtain conceptual/general review comments on plans prior to committing the resources needed to complete final design/construction plans. Preliminary Review Letters are strongly encouraged for subdivision plats and other large projects.

<sup>2</sup> The review fee amount is determined by the County, based on the current published fee schedule. One fee covers both preliminary review and final permit costs, but must be paid up front.

<sup>3</sup> See Checklist #1 for items to be included in the existing/proposed site map.

<sup>4</sup> See Checklist #2 for items to be included in the preliminary/final erosion control plan.

<sup>5</sup> See Checklist #3 for items to be included in the preliminary/final stormwater management plan.

<sup>6</sup> A performance bond may be held until: 1) a final site inspection is completed by the County, 2) as-built drawings & certification of construction is provided by the project engineer, and 3) documentation is received for the recording of stormwater facility maintenance agreement. The bond receipt explains these conditions. The county determines the bond amount. Samples of these are available.

## Erosion Control & Stormwater Management Permit Application (cont.)

### Applicant and Engineer Contacts Required to Process All Applications

Check all  
that apply:

<input type="checkbox"/> Applicant	Contact Name: _____
<input type="checkbox"/> Owner	Mailing address: _____
<input type="checkbox"/> Engineer	Daytime phone #: _____ FAX: _____
	E-mail address: _____
<input type="checkbox"/> Applicant	Contact Name: _____
<input type="checkbox"/> Owner	Mailing address: _____
<input type="checkbox"/> Engineer	Daytime phone #: _____ FAX: _____
	E-mail address: _____
<input type="checkbox"/> Applicant	Contact Name: _____
<input type="checkbox"/> Owner	Mailing address: _____
<input type="checkbox"/> Engineer	Daytime phone #: _____ FAX: _____
	E-mail address: _____

### Grader and Landscaper Contacts Required to Issue Permit (can be

<input type="checkbox"/> Landscaper	Contact Name: _____
<input type="checkbox"/> Grader	Mailing address: _____
	Daytime phone #: _____ FAX: _____
	E-mail address: _____
<input type="checkbox"/> Landscaper	Contact Name: _____
<input type="checkbox"/> Grader	Mailing address: _____
	Daytime phone #: _____ FAX: _____
	E-mail address: _____

I certify that all information submitted is correct and I understand that:

- A permit issued under this application will be in my name and that I am representing ownership of the property;
- All contacts listed on this form are subject to ordinance enforcement;
- County staff are authorized to enter upon the subject site to obtain information needed to administer the ordinance;
- The County must respond to all permit applications within 20 working days of submittal of a completed application and all required fees and support documents as required by Chapter 11, Waukesha County Code.

\_\_\_\_\_  
Signature of Applicant (Owner or Owner Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Record by: Staff Initials

